



## Finance Administrator Term (14 months), Full-Time, onsite

### Position Summary

Reporting to the Senior Manager, Financial Services, this position is responsible for the processing of expenditures and revenue; coordination of the purchase card program for the Legislative Assembly Service and certain Statutory Offices of the Legislative Assembly; and provides clerical support for the Legislative Assembly Service forecasting process.

### Primary Responsibilities

- Processes invoices and requests for payment for the Legislative Assembly Service, the Office of the Advocate for Children and Youth, the Office of the Conflict-of-Interest Commissioner/Registrar of Lobbyists, the Office of the Information and Privacy Commissioner, and the Office of the Ombudsman. This includes receiving and reviewing all expense claims and supporting invoices and documentation to ensure they are in compliance with established financial administration policies as set by each payment entity; and coding, batching and entering the payments into the LAS Finance payment system.
- Processes revenue received for the Legislative Assembly Service, the Office of the Advocate for Children and Youth, the Office of the Conflict-of-Interest Commissioner/Registrar of Lobbyists, the Office of the Information and Privacy Commissioner, and the Office of the Ombudsman. This includes receiving cheques and/or cash, issuing a receipt when requested by the client; preparing the deposit slip and arranging for deposit into the bank ensuring compliance with established financial administration policies and that deposit threshold timelines are adhered to; reviewing all supporting documentation; and coding, batching and entering the deposit in the MIDAS revenue system.
- Provides purchase card program coordination for the Legislative Assembly Service, the Office of the Advocate for Children and Youth, the Office of the Conflict-of-Interest Commissioner/Registrar of Lobbyists, the Office of the Information and Privacy Commissioner, and the Office of the Ombudsman. This includes processing purchase card application forms; requesting, receiving, and distributing new purchase cards to cardholders; providing ongoing training to cardholders on the use of the purchase card; verifying that all charges against cardholder accounts are substantiated by proper and complete documentation and are in compliance with established financial administration policies and reconciling, coding and entry of the monthly purchase card flat file into the MIDAS payment system.
- Provides clerical support for the monthly forecasting process for the LAS, and as requested certain Statutory Offices of the Legislative Assembly.
- Responds to inquiries from staff of the Legislative Assembly Service and the Statutory Offices of the Legislative Assembly with respect to the status of invoice processing, adjustments to travel claims, explanations for unacceptable expenditures and improper or inadequate payment documentation.
- Provides assistance to Legislative Assembly Service staff in clarifying financial administration policies applicable to expenditures. Responds to procedural queries in a manner that ensures financial accountability.
- Assists with year-end cut off procedures; including prepaid expenses, financial liability accounts and year-end journal entries as required.



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- Provides operational support to the unit and other branches as required such as asset reconciliations etc. and archival record management at fiscal year-end.
- Other duties as assigned.

**Job Knowledge**

*The position requires knowledge of accounting practices and principles, procedures related to cash/cheque handling, recording of transactions, end of period adjustments, bank deposits, coding, batching, and entering deposits and processing of invoices in an accounting system which would typically be acquired through an accounting or business administration certificate (diploma would be considered an asset).*

*The position also requires knowledge of the Saskatchewan Financial Administration Manual, the LAS Financial policies, and the BMO purchase card program, typically acquired while on the job.*

***Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.***

***A Criminal Record Check is required for this position.***